



Policy Name: <p style="text-align: center;">DO NOT USE LIST OF ABBREVIATIONS, SYMBOLS, AND DOSE DESIGNATIONS FOR MEDICAL RELATED DOCUMENTATION</p>	Policy Number: <p style="text-align: center;">0965</p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date: <p style="text-align: center;">FEBRUARY 15, 2012</p>
Reason for Revision: Click on item below and select item from list. <p style="text-align: center;">CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</p> <p style="text-align: center;">New template used.</p>	Date Revised: <p style="text-align: center;">November 3, 2021</p> Next Date for Review: <p style="text-align: center;">November 3, 2024</p>
Section: <p style="text-align: center;">Section 09 - Administration</p>	Page No: <p style="text-align: center;">Page 1 of 2</p>

Policy

OBJECTIVES

- To facilitate resident safety by eliminating the use of dangerous abbreviations, symbols, and dose designations used in medication-related documentation.

PRINCIPLES

The use of dangerous abbreviations, symbols, and dose designations within all medication related documentation is a source of preventable medical errors.

Agape Hospice is committed to identifying and implementing a list of abbreviations, symbols, and dose designations that are deemed to be dangerous and shall not be used in medication-related documentation.

Documentation is an important part of communication between team members. Abbreviations are often used to shorten the length of the documentation or to shorten the time it takes to document.

ELEMENTS

1. Do Not Use List of Abbreviations, symbols, and Dose Designations

1.1 In order to ensure that documentation supports quality resident care and enhances communication among health care providers, Agapé Hospice has implemented a *List of Error-Prone Abbreviations, Symbols and Dose Designations* for use in medical related documentation.

1.2 The *List of Error-Prone Abbreviations, Symbols and Dose Designations* applies to all medication-related documentation in handwritten or electronic text, as well as any pre-printed labels related to medication use.



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1.3 If a dangerous abbreviation, symbol, or dose designation is used in medication-related documentation, the health care provider shall clarify with the writer, and/or complete an *Incident Report* if necessary.

1.4 Agape Hospice will adhere to the ISMP’s List of Error-Prone Abbreviations, Symbols, and Dose Designations

1.5 Agape Hospice will update the ISMP’s List of Error-Prone Abbreviations, Symbols, and Dose Designations at an interval not to exceed three years, and:

- a) Ensure a copy of the ISMP’s List of Error-Prone Abbreviations, Symbols, and Dose Designations is at the front of the physicians orders section of every chart; and
- b) Educate health care providers at orientation and when changes are made; and
- c) Implement any necessary changes to organizational processes as indicated by regular compliance audits.

If there is doubt about the status of an abbreviation or symbol or if concerned that others may not understand the abbreviation or symbol, the word(s) should be written out followed by the abbreviation or symbol in brackets. The abbreviation or symbol may then be used in future documentation.

REQUIRED FORMS AND EQUIPMENT REFERENCES

Institute for Safe Medication Practices (ISMP) Canada List “List of Error-Prone Abbreviations, Symbols, and Dose Designations”. (2015)

Electronic forms location – FORMS

Hardcopy forms location – Work area file cabinet.

CROSS REFERENCES

Institute for Safe Medication Practices (ISMP) Canada List “List of Error-Prone Abbreviations, Symbols, and Dose Designations.

Website: www.ismp-canada.org/dangerousabbreviations

REFERENCES

AHS, Do Not Use List of Abbreviations, Symbols, and Dose Designations For Medication-Related Documentation (2016)

College and Association of Registered Nurses of Alberta, Documentation Guidelines for Registered Nurses, September 2006